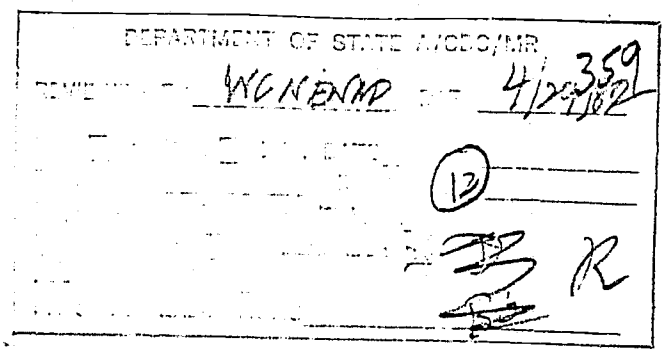

October 17, 1977

To: D/HA Front Office

Mary Hanley's Telephone Calls

Since Mary Hanley in now in Bucharest for at least a week and since there will be several weeks of additional travel in connection with advance work for the President's trip, it will be necessary for her duties to be handled by Mr. Jones and Mr. Maxim.

Please refer all of Mary's calls to these two officers. This is particularly important when deadlines for clearing language for the noon press briefings must be met, and when the functional and geographic bureaus seek D/HA's guidance on current issues.

Patt Derian

D/HA/cc